

Rocky Flats Plant

1-C91-EPR-SW.01

REVISION 0

CONTROL AND DISPOSITION OF INCIDENTAL WATERS

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General Manager Print Name Date
Rocky Flats Plant

Responsible Organization Surface Water Division Effective Date 09/06/93

CONCURRENCE BY THE FOLLOWING DISCIPLINES IS DOCUMENTED IN THE PROCEDURE HISTORY FILE

Administration and Planning
Engineering and Technology
Environmental Restoration Management
Environmental and Waste Management
Facility Management and Operations
Maintenance and Plant Support
Performance Based Training
Safety, Safeguards, and Security
Standards, Audits, and Assurance
Transition Management

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TABLE OF CONTENTS

Section	Page
TITLE PAGE	1
LIST OF EFFECTIVE PAGES	2
TABLE OF CONTENTS	3
1. PURPOSE	4
2. SCOPE	4
3. OVERVIEW	5
4. DEFINITIONS	5
5. RESPONSIBILITIES...	6
5.1 Activity Coordinators	6
5.2 Activity Supervisors	6
5.3 Analysis Laboratory	6
5.4 Chemical Operation Treatment Personnel	6
5.5 Fire Department	6
5.6 Labor & Heavy Equipment Department	6
5.7 Liquid Waste Treatment Operations	7
5.8 Sampling Laboratory	7
5.9 Surface Water Division	7
5.10 Waste Operations	7
6. INSTRUCTIONS	8
6.1 Identification of Incidental Waters	8
6.2 Monitoring, Containment, and Collection of Incidental Waters	11
6.3 Sampling of Incidental Waters	12
6.4 Analysis of Incidental Water Samples	13
6.5 Disposition of Incidental Waters	16
6.6 Termination of an Incidental Water Control Exemption	18
7. RECORDS	18
8. REFERENCES	18
<u>Appendixes</u>	
Appendix 1, Incidental Water Identification & Control Form (RF-47974)	19
Appendix 2, Incidental Water Control Exemption Request (RF-47973)	23

1. PURPOSE

This procedure provides the requirements for the control and disposition of incidental waters originating from the following Rocky Flats Plant (RFP) water management activities and sources to ensure environmental protection:

- Construction activities that require excavation below the ground water table and subsequent ground water pumping
- Natural collection and subsequent pumping of precipitation and storm water runoff in excavations, pits, trenches, ditches, or depressions that do not intercept the ground water table
- Collection of water in secondary containments, process waste valve vaults, electrical vaults, or manholes that require pumping
- Discharge of water from the Fire Suppression System due to actuation, testing, or maintenance of the Fire Suppression System or other systems that may be using water from the Fire Suppression System

2. SCOPE

This procedure applies to all EG&G Rocky Flats, Inc employees and subcontractors

Waters that originate from a drinking water source or runoff from precipitation events in areas that have no possibility of contamination are excluded from the requirements of this procedure, and may be discharged directly to the environment

This procedure addresses the following activities:

- Identification of Incidental Waters
- Monitoring, Containment, and Collection of Incidental Waters
- Sampling of Incidental Waters
- Analysis of Incidental Water Samples
- Disposition of Incidental Waters
- Termination of an Incidental Water Control Exemption

3. OVERVIEW

The effective operation of the RFP involves several water management activities that may result in incidental waters requiring onsite treatment or discharge to storm drains or the ground. This water may originate as surface water, ground water, utility water, process water, or waste water from the sources discussed in Section 1, Purpose. These discharges have the potential of containing contaminants present at concentrations exceeding some specified acceptable levels. Such levels are based on Colorado State Water Quality Standards, Safe Drinking Water Act Standards, Applicable or Relevant and Appropriate Requirements as defined by the U.S. Environmental Protection Agency or other regulatory agencies, or some other type of RFP-defined levels.

This procedure is intended to ensure that water originating from the sources identified in Section 1, Purpose, is properly controlled, contained, sampled, analyzed, and treated or discharged.

4. DEFINITIONS

Incidental Water Sources. Water originating from one or more of the following sources:

- Excavation sites, pits, trenches, or ditches at construction sites
- Collection of water in secondary containments or berms
- Process waste valve vaults
- Electrical vaults
- Steam pits and other utility pits
- Telephone manholes
- Fire Suppression System discharges
- Natural collection of precipitation and storm water runoff in excavations, pits, trenches, ditches, or depressions that do not intercept the ground water table

5. RESPONSIBILITIES

5.1 Activity Coordinators

Contact the Surface Water Division (SWD) when incidental water that is not excluded from the requirements of this procedure in Section 2, Scope, is encountered

5.2 Activity Supervisors

Contact SWD when an activity (usually construction) causes the accumulation of water in the excavation area

Contact SWD before the start of an excavation activity where water is likely to be encountered

5.3 Analysis Laboratory

NOTE *The analysis laboratory is usually the General Laboratories.*

Performs required water quality analysis

5.4 Chemical Operation Treatment Personnel

Support the field crew provided by Liquid Waste Treatment Operations with the necessary equipment to collect and transport water from various site locations.

5.5 Fire Department

Collects incidental water in appropriate containment vessels to facilitate sampling and analysis during testing and maintenance activities that have not been exempted.

5.6 Labor & Heavy Equipment Department

Pumps most waters that have been approved for release to the environment upon request from activity coordinators and supervisors

5.7 Liquid Waste Treatment Operations

Ensures that the following activities are performed with the support of Chemical Operation Treatment personnel:

- Obtaining and transport of the necessary equipment to the field site
- Pumping of incidental water to a containment vessel
- Transfer of incidental water to Building 374 or 774 for treatment or disposal.

5.8 Sampling Laboratory

NOTE *The sampling laboratory is usually the General Laboratories*

Obtains required water samples

5.9 Surface Water Division

Assists with the coordination of containment, sampling, analysis, and disposition of incidental water.

Receives and interprets analytical results from the laboratory(ies), and makes a final decision on the disposition of incidental water.

Documents and tracks all of the water control activities, including pumping, containment, sampling, analysis results, transfers, storage, and final disposition such as treatment or discharge.

Maintains files of incidental water control records

5.10 Waste Operations

Stores all incidental waters that cannot be discharged directly to the environment until another treatment or disposal alternative is selected and implemented

6. INSTRUCTIONS

6.1 Identification of Incidental Waters

Identifying Individual

- [1] Notify immediate supervisor upon identification of a new potential source of incidental waters.

NOTE *The SWD contact made in Step 6 1/2] should be made before the start of any new excavation work, if possible.*

Activity Coordinator or Supervisor

- [2] Contact SWD, and request that SWD begin evaluation of the new potential source of incidental waters

This contact may be made by telephone

- [A] Provide SWD with any pertinent information available that may enhance SWD's ability to determine the status of the water

SWD

- [3] Gather information about the water source, including a walkdown of the field site, as practicable.
- [4] Complete Blocks 1 through 5 of an Incidental Water Identification & Control (IWIC) Form in accordance with Appendix 1, Incidental Water Identification & Control Form

6.1 Identification of Incidental Waters (continued)

- [5] Assign a unique IWIC Form tracking number to the IWIC Form

NOTE *SWD maintains a log of all IWIC Forms initiated, including the IWIC numbers assigned*

- [A] Assign the next available sequential IWIC number from the SWD IWIC Form Log, using the following numbering format

IW-YY-XXX	Where	IW	≡	Incidental Water
		YY	≡	Last two digits of the year
		XXX	≡	Sequential number

- [B] Record this number in Block 6 on all sheets of the IWIC Form

- [6] IF it is suspected that the water source may be exempt from the control requirements of this procedure,
THEN determine if the water source is considered exempt from the requirements of this procedure by completing an Incidental Water Control Exemption Request (IWCER) in accordance with Appendix 2, Incidental Water Control Exemption Request

- [7] Complete Block 7 of the IWIC Form in accordance with Appendix 1

- [8] IF the water source is exempt from the requirements of this procedure,
THEN

[A] Notify the affected activity coordinator or supervisor

[B] Notify the organization responsible for the affected area or system, if
different from the IWIC initiator's organization

[C] Ensure that any special conditions or requirements specified in Block 8 of the IWCER are met

6.1 Identification of Incidental Waters (continued)

[8][D] Disposition the IWIC Form and all attachments in accordance with
Section 7, Records

[E] Exit this procedure.

[9] Complete Blocks 8 through 12 of the IWIC Form in accordance with Appendix 1

[10] Notify the appropriate sampling laboratory (normally the General Laboratories) of
the need to sample the incidental water, and complete Block 13 of the IWIC Form
in accordance with Appendix 1

[11] Notify the initiating organization of the status of the incidental water, including
the following, and complete Block 14 of the IWIC Form in accordance with
Appendix 1

- Projected contaminants
- Method of containment
- Monitoring requirements

[12] Record any additional comments in Block 15 of the IWIC Form in accordance
with Appendix 1

[13] Document the completion of Sections 1 and 2 of the IWIC Form in Block 16 of
the IWIC Form in accordance with Appendix 1

[14] Forward an information-only copy of the partially completed IWIC Form to each
of the following.

- Initiating organization
- Sampling laboratory (usually the General Laboratories)
- Organization responsible for the affected area or system, if different from
the initiator's organization

[15] File the original copy of the IWIC Form for later use

6.2 Monitoring, Containment, and Collection of Incidental Waters

SWD

- [1] Coordinate with the initiating organization and/or the responsible organization, and ensure that Steps 6 2[2] through 6 2[6] are performed, as applicable

Activity Coordinator or Supervisor

- [2] Perform required monitoring of the affected area or system in accordance with the directions in Block 11 of the IWIC Form
- [3] IF desired to minimize excessive delays in activities,
THEN pump incidental waters to an SWD-approved containment vessel for holding until sampling and analysis are complete, and the proper method of disposal has been determined
- [4] Coordinate with SWD to ensure that all utility manholes contain sump pumps with both manual and automatic capability

Fire Department

- [5] IF a fire water sprinkler system is considered exempt, as indicated on the IWIC Form,
AND there is no potential for contamination of the water,
THEN discharge the fire water sprinkler system to ground to support testing and maintenance, as appropriate
- [6] IF a fire water sprinkler system is NOT considered exempt, as indicated on the IWIC Form,
OR there is a potential for contamination of the water,
THEN
- [A] Collect incidental water resulting from the following in appropriate SWD-approved containment vessels to facilitate sampling and analysis
- Fire water sprinkler system actuations
 - Fire water sprinkler system testing
 - Fire water sprinkler system maintenance

6.2 Monitoring, Containment, and Collection of Incidental Waters (continued)

[6][B] Contact SWD to have the water sampled and analyzed and properly disposed of in accordance with the following:

- Section 6.3, Sampling of Incidental Waters
- Section 6.4, Analysis of Incidental Water Samples
- Section 6.5, Disposition of Incidental Waters

6.3 Sampling of Incidental Waters

Activity Coordinator or Supervisor

[1] Coordinate with SWD, and ensure that the following have all water sampled and analyzed to determine suitability for the water to be discharged directly to the environment

- Utility manholes
- Electrical vaults
- Telephone vaults
- Steam and other utility pits
- All transformer berms that are inside potentially contaminated areas

SWD

[2] Assist the designated sampling laboratory (usually the General Laboratories) with the sampling of the incidental water, as necessary

[3] IF the activity or source of the incidental water is in an area of known or suspected contamination [such as in or near a solid-waste management unit (SWMU) or an individual hazardous substance site (IHSS)], THEN determine if samples to support additional chemical analyses need to be performed.

In this case, the analyses may be performed by an EG&G/RFP-approved contract laboratory.

Sampling Laboratory

[4] Provide a sampling crew upon request by SWD to collect all required incidental water samples

6.3 Sampling of Incidental Waters (continued)

Sampling Crew

- [5] Prepare incidental water samples in accordance with Procedure L-6245, Sample Procedure for Waste Characteristics, and ensure that samples for the analyses specified in Block 12 of the IWIC Form are collected.
- [6] Transport the samples to one of the following laboratories, as appropriate, in accordance with applicable chain-of-custody and transportation requirements for such materials onsite
 - General Laboratories
 - Environmental Radiochemistry Laboratory (backup to the General Laboratories)
 - Another onsite or offsite laboratory if needed analyses are beyond the normal capabilities of the General Laboratories and the Environmental Radiochemistry Laboratory

6.4 Analysis of Incidental Water Samples

Analysis Laboratory

- [1] Analyze the incidental water samples for the parameters specified in Block 12 of the IWIC Form in accordance with one of the following, as appropriate
 - Procedure L-6245 for EG&G Rocky Flats, Inc. laboratories
 - An RFP-approved subcontractor procedure for subcontractor laboratories
- [2] IF the activity or source of the incidental water is in an area of known or suspected contamination (such as in or near an SWMU or an IHSS), THEN contact SWD to determine if additional chemical analyses should be performed for specific known or likely water quality parameters.

In this case, the analysis may need to be performed by an EG&G/RFP-approved contract laboratory.

- [3] Forward a copy of the incidental water sample analysis results to SWD and to the activity coordinator or supervisor

6.4 Analysis of Incidental Water Samples (continued)

NOTE *In Step 6 4[4], the sample parameter values used for comparison with the control limits expressed in Table 1, Water Quality Parameter Control Limits, are the mean values plus a 95% confidence level uncertainty*

SWD

- [4] Receive and interpret analytical results from the laboratory(ies), referring to the control limits summarized in the following table and any other limits established by the SWD Manager, as applicable:

TABLE 1, WATER QUALITY PARAMETER CONTROL LIMITS

PARAMETER	LIMIT
Gross Alpha	40 Pci/l
Gross Beta	50 Pci/l
pH	6.0 - 9.0
Nitrates as N	10 mg/l
Conductivity	700 μ mho/cm

Any incidental water that exceeds the control limit for any parameter in Table 1, or exceeds any other control limit established by the SWD Manager, is required to be contained, and may not be discharged directly to the environment.

- [5] IF the sample analyses results are NOT within established limits,
AND there is reason to suspect that either the sample or the analyses may have
been corrupted or unrepresentative,
THEN arrange for resampling and/or reanalysis, as appropriate
- [6] IF further characterization of the incidental water is warranted,
THEN
- [A] Have the appropriate laboratory(ies) perform additional analyses
- [B] Document any additional parameter sampling requirements in Block 12 of
the IWIC Form in accordance with Appendix 1

6.4 Analysis of Incidental Water Samples (continued)

- [7] Complete Blocks 17 through 21 of the IWIC Form in accordance with Appendix 1.
- [8] IF additional analyses of the incidental water indicate high concentrations of regulated constituents,
THEN:
 - [A] Notify the Resource Conservation & Recovery Act (RCRA) Permitting Group that the water may be hazardous waste
 - [B] Document this notification in Block 21 of the IWIC Form
- [9] Make a final decision on the disposition of incidental water, and complete Blocks 22 and 23 of the IWIC Form in accordance with Appendix 1
- [10] Document completion of Section 3 of the IWIC Form in Block 24 in accordance with Appendix 1

6.5 Disposition of Incidental Waters

NOTE *The affected activity coordinator or supervisor with assistance from the Labor & Heavy Equipment Department is responsible for discharging uncontaminated incidental water directly to the environment (that is, to the storm drain or to the ground), while Liquid Waste Treatment Operations is responsible for dispositioning all other classifications of incidental water*

SWD

- [1] Contact the activity coordinator or supervisor to disposition the incidental water in an appropriate manner depending on the analyses results

Activity Coordinator or Supervisor

- [2] IF the incidental water can be discharged directly to the environment,
THEN
- [A] Contact the Labor & Heavy Equipment Department for assistance in performing Steps 6.5[2][B] and 6.5[2][C], as necessary
 - [B] Obtain and transport the necessary equipment to the field site
 - [C] Discharge the incidental water to the storm drain or to the ground, as appropriate
 - [D] Contact SWD to document the following information on the IWIC Form in accordance with Appendix 1:
 - Block 25 - volume of water that was transferred or disposed of
 - Block 26 - any concerns or problems noted
- [3] IF the incidental water CANNOT be discharged to the environment,
THEN contact Liquid Waste Treatment Operations for assistance

6.5 Disposition of Incidental Waters (continued)

Liquid Waste Treatment Operations

[4] IF the incidental water CANNOT be discharged to the environment,
THEN:

- [A] Coordinate with Chemical Operation Treatment personnel and Waste Operations, and provide a field crew with the necessary equipment to collect and transport incidental water from various site locations as necessary.
- [B] Obtain and transport the necessary equipment to the field site
- [C] Pump the incidental water to a containment vessel
- [D] Transfer the water to the location specified in Block 23 on the IWIC Form
- [E] Contact SWD to document the following information on the IWIC Form in accordance with Appendix 1
 - Block 25 - volume of water that was transferred or disposed of
 - Block 26 - any concerns or problems noted

SWD

- [5] Notify the initiating organization of the disposed status of the incidental water, and complete Block 27 of the IWIC Form in accordance with Appendix 1
- [6] Document verification of the proper disposition of the incidental water in Block 28 of the IWIC Form in accordance with Appendix 1
- [7] Retain a copy of the IWIC Form, and forward the original to the organization responsible for the affected area or system for sign-off

Responsible Organization Representative

- [8] Review the IWIC Form, and document acknowledgement of the disposition of the incidental water in Block 28 of the IWIC Form in accordance with Appendix 1.
- [9] Return the original copy of the IWIC Form to SWD within 5 working days

6.6 Termination of an Incidental Water Control Exemption

SWD

- [1] IF a water source was previously determined to be exempt,
AND SWD has determined a need to terminate the exemption,
THEN.

- [A] Notify the organization responsible for the affected area or system to
terminate the exemption

This notification may be made by telephone

- [a] Document this notification in a memorandum, and forward a copy to
the organization responsible for the affected area or system

- [B] Process a new IWIC Form and IWCER as if the water source was a newly
discovered source in accordance with this procedure

7. RECORDS

SWD

- [1] Ensure that all of the incidental water control activities were properly documented
on the IWIC Form
- [2] Send the following documents to the Environmental Management Records Group
for retention in accordance with 1-77000-RM-001, Record Management Guidance
for Records Sources
- The original IWIC Form
 - All attachments to the IWIC Form
 - A copy of all memorandums documenting SWD's intent to terminate an
incidental water control exemption

8. REFERENCES

L-6245, Sample Procedure for Waste Characteristics

1-77000-RM-001, Record Management Guidance for Records Sources

09/06/93

APPENDIX 1
Page 1 of 4

INCIDENTAL WATER IDENTIFICATION & CONTROL FORM
(RF-47974)

**INCIDENTAL WATER IDENTIFICATION
& CONTROL FORM**

Sheet 1 of 2

<input type="checkbox"/> Continuation Sheet Attached		6 IWIC NO	
SECTION 1 - IDENTIFICATION			
1. DATE.	2. REQUESTOR		
	Name	Dept	Bldg
3 SWD INITIATOR			
	Name	Dept	Bldg
4 LOCATION/SOURCE OF INCIDENTAL WATER			
5 KNOWN CHARACTERISTICS/APPROXIMATE QUANTITY OF INCIDENTAL WATER			
SECTION 2 - PRELIMINARY EVALUATION			
7 IS WATER SOURCE EXEMPTED FROM CONTROL REQUIREMENTS OF 1-C91-EPR-SW 01? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes then attach a completed and approved Incidental Water Control Exemption Request			
8 ORGANIZATION RESPONSIBLE FOR THE AFFECTED AREA/SYSTEM			
9 PROJECTED CONTAMINANTS		10 PROJECTED METHOD OF CONTAINMENT	
11 MONITORING REQUIREMENTS		12. PARAMETER SAMPLING REQUIREMENTS	
		<input checked="" type="checkbox"/> pH <input checked="" type="checkbox"/> NO₃ as N <input checked="" type="checkbox"/> Gross Alpha <input checked="" type="checkbox"/> Gross Beta <input checked="" type="checkbox"/> Conductivity <input type="checkbox"/> Other (specify) _____	
13. SAMPLING LABORATORY NOTIFIED		Date/Time	
	Name	Dept	Bldg
14 INITIATING ORGANIZATION NOTIFIED		Date/Time	
	Name	Dept	Bldg
15 COMMENTS			
16 SURFACE WATER DIVISION REPRESENTATIVE			
Printed Name		Signature	
		Date	

09/06/93

APPENDIX 1
Page 2 of 4INCIDENTAL WATER IDENTIFICATION
& CONTROL FORM

Sheet 2 of 2

<input type="checkbox"/> Continuation Sheet Attached		6 IWIC NO	
SECTION 3 - SAMPLING & ANALYSIS			
17 DATE SAMPLED		18 DATE SAMPLE RESULTS RECEIVED	
19 LABORATORY NO /ID			
20 ANALYTICAL RESULTS			
pH		NO ₃ as N	
Gross Alpha	Gross Beta	Conductivity	
Other (specify)			
21 EVALUATION OF DATA			
22. AUTHORIZED METHOD OF DISPOSAL/TRANSFER.		23. DESTINATION	
Effective Dates		<input type="checkbox"/> To Storm Drain <input type="checkbox"/> To Bldg 374 <input type="checkbox"/> To Ground <input type="checkbox"/> To Bldg 774 <input type="checkbox"/> To Sanitary Sewer <input type="checkbox"/> Other (specify)	
24 SURFACE WATER DIVISION REPRESENTATIVE			
Printed Name		Signature	
		Date	
SECTION 4 - DISPOSAL			
25 VOLUME TRANSFERRED/DISPOSED OF			
26 COMMENTS			
27 INITIATING ORGANIZATION NOTIFIED			
Name		Date/Time	
Dept	Bldg	Extension/Page	
28. THE INCIDENTAL WATER HAS BEEN PROPERLY DISPOSED OF/TRANSFERRED			
SURFACE WATER DIVISION REPRESENTATIVE			
Printed Name		Signature	
		Date	
RESPONSIBLE ORGANIZATION REPRESENTATIVE			
Printed Name		Signature	
		Date	

09/06/93

APPENDIX 1
Page 3 of 4

INCIDENTAL WATER IDENTIFICATION & CONTROL FORM
CONTINUATION SHEET

Sheet ____ of ____

6 IWIC NO

CONTINUING REMARKS

SAMPLE

APPENDIX I
Page 4 of 4

BLOCK	COMPLETED BY	INSTRUCTIONS
1	SWD Representative	Record the current date
2	SWD Representative	Record the name department building and extension/digital pager of the requester
3	SWD Representative	Record the SWD initiator's name department building and extension/digital pager
4	SWD Representative	Record a concise description of where the incidental water can be located including where the source of the water is
5	SWD Representative	Record a description of the known characteristics and quantity of the incidental water
6	SWD Representative	Assign and record a unique IWIC Form tracking number on each page of the IWIC Form
7	SWD Representative	Check (✓) Yes or No If Yes is checked THEN attach a completed and approved Incidental Water Control Exemption Request (IW CER)
8	SWD Representative	Record the name of the organization with primary responsibility for the condition of the affected area or system
9	SWD Representative	Record any anticipated water contaminants based on the known sources and uses of the water
10	SWD Representative	Record the projected method of containment based on the anticipated water contaminants
11	SWD Representative	Record the monitoring requirements based on anticipated water contaminants and on the rate of water accumulation
12	SWD Representative	If any special tests (such as tests for nitrites or volatile organic compounds (VOCs)) are required THEN record them after checking (✓) the Other box The boxes for tests of pH, NO ₃ as N, gross alpha, gross beta, and conductivity have already been checked
13	SWD Representative	Document the name department building and extension/digital pager of the sampling laboratory contact and the date and time of the notification
14	SWD Representative	Document the name department building and extension/digital pager of the initiating organization contact and the date and time of the notification
15	SWD Representative	Record any necessary additional comments or special concerns
16	SWD Representative	Print name then sign and date
17	SWD Representative	Record the date of the incidental water samples
18	SWD Representative	Record the date that the incidental water samples were received
19	SWD Representative	Record an identification number and/or noun name for the laboratory that performed the sample analyses
20	SWD Representative	Record the water sample analyses results Concentrations are normally expressed as fractions of the release (control) limits Values that are less than 5% may be expressed as <5%
21	SWD Representative	Provide a brief summary of conclusions drawn based on the sample analyses results Include any special control limits that may have been established by the SWD initiator
22	SWD Representative	Record the appropriate method of disposal or transfer of the incidental water and record the effective dates for this authorization
23	SWD Representative	Check (✓) the appropriate destination for the incidental water being disposed of or transferred If an unlisted destination is required THEN record it after checking (✓) the Other box
24	SWD Representative	Print name then sign and date
25	SWD Representative	Record the amount of incidental water disposed of or transferred based on information provided by the organization performing the disposal or transfer
26	SWD Representative	Record any necessary additional information or special concerns
27	SWD Representative	Document the name department building and extension/digital pager of the initiating organization contact and the date and time of the notification
28	SWD Representative	Print name then sign and date
28	Responsible Organization Representative	Print name then sign and date

If a continuation sheet is used THEN check (✓) the applicable box at the top of the IWIC Form

09/06/93

APPENDIX 2

Page 1 of 3

INCIDENTAL WATER CONTROL EXEMPTION REQUEST
(RF-47973)INCIDENTAL WATER CONTROL
EXEMPTION REQUEST

Sheet 1 of 1

<input type="checkbox"/> Continuation Sheet Attached		6 IWIC NO	
SECTION 1 - IDENTIFICATION			
1 DATE		2 RESPONSIBLE ORGANIZATION	
3 SWD INITIATOR			
Name		Dept	Bldg
			Extension/Page
4 LOCATION/SOURCE OF INCIDENTAL WATER			
5 CHARACTERISTICS/APPROXIMATE QUANTITY OF INCIDENTAL WATER (IF KNOWN)			
SECTION 2 - EVALUATION			
7 SCREENING QUESTIONS			
1	Does water originate from a drinking water source or runoff from precipitation events in areas that have no possibility of contamination?		<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Is the water source free of any credible potential of being contaminated? (If Yes then list supporting documentation reviewed below and attach copies to this form)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Supporting Documentation Reviewed			
<hr/> <hr/> <hr/>			
3	EXEMPTION RECOMMENDED?		<input type="checkbox"/> Yes <input type="checkbox"/> No
NOTES			
<i>If either of the above screening questions are answered No then the incidental waters in question may not be exempted from the requirements of Procedure 1 C91-EPR SW 01</i>			
<i>If both of the screening questions above are answered Yes then the incidental waters in question may be exempted from the requirements of 1 C91 EPR SW 01. Any special conditions for the incidental waters that are defined in Block 8 below must be adhered to in order to maintain the exemption</i>			
8 SPECIAL CONDITIONS AND COMMENTS <input type="checkbox"/> NOT Applicable			
9 SURFACE WATER DIVISION PREPARER:			
Printed Name		Signature	Date
10 SURFACE WATER DIVISION INDEPENDENT REVIEWER			
Printed Name		Signature	Date
11 SURFACE WATER DIVISION MANAGER:			
<input type="checkbox"/> Exemption Granted		<input type="checkbox"/> Exemption Denied	
Printed Name		Signature	Date

09/06/93

APPENDIX 2
Page 2 of 3

INCIDENTAL WATER CONTROL EXEMPTION REQUEST
CONTINUATION SHEET

Sheet ____ of ____

6 IWC NO

CONTINUING REMARKS

SAMPLE

09/06/93

APPENDIX 2
Page 3 of 3

BLOCK	COMPLETED BY:	INSTRUCTIONS
1	SWD Representative	Record the current date.
2	SWD Representative	Record the name of the organization that is primarily responsible for the affected area or system.
3	SWD Representative	Record the SWD initiator's name, department, building, and extension/digital pager.
4	SWD Representative	Record a concise description of where the incidental water can be located, including what the source of the water is. This can be obtained from Block 4 of the associated IWIC Form.
5	SWD Representative	Record a description of the characteristics and quantity of the incidental water, if known. Otherwise, record <i>To Be Determined</i> . This can be obtained from Block 5 of the associated IWIC Form.
6	SWD Representative	Record the IWIC Form number that also appears in Block 6 of the associated IWIC Form.
7	SWD Representative	Check (✓) either <i>Yes</i> or <i>No</i> for each question. List all supporting documentation reviewed in order to answer Question 2, and attach copies to the IWICER. Question 3 can only be answered <i>Yes</i> if the answers to Questions 1 and 2 are <i>both Yes</i> .
8	SWD Representative	Record any special conditions (such as monitoring requirements) and other pertinent comments.
9	SWD Representative	Print name, then sign and date, then forward to an SWD independent reviewer.
10	SWD Independent Reviewer	Review the IWICER for validity. Print name, then sign and date, if valid. Resolve any concerns with the SWD Representative.
11	SWD Manager	Review the IWICER for validity. Print name, then sign and date, if valid. Resolve any concerns with the SWD Representative.
IF a continuation sheet is used, THEN check (✓) the applicable box at the top of the IWICER.		

SAMPLE